

<i>Policy Number:</i>	NOP #1
<i>Subject:</i>	<i>National Awards</i>
<i>Approved:</i>	<i>June 16, 2007 by the National Executive Council</i>
<i>Last Revised:</i>	<i>June 16, 2007, February 28, 2016</i>

Objective and Rationale

The Canadian Institute of Public Health Inspectors (CIPHI) believes in recognizing those individuals or organizations who contribute time, effort and expertise towards the betterment of CIPHI, the field of environmental public health and public health in general.

Specific Operations

- The National Awards Committee ('the Committee') will develop policies and procedures for all National Awards. All policies shall be approved by the National Executive Council (the 'NEC').
- The Chair of the Committee will present all nominations received by the National Office annually to the NEC by means of a voting matrix.
- The Chair of the Committee will present all nominations received by the National Office annually to the NEC at a pre-conference meeting convened preceding the Annual General Meeting.
- A simple majority vote of the NEC is required for a nominee to be successful.
- The name of all award recipients (including nomination narrative) will be included in the appropriate minutes (either pre-conference minutes or Annual General Meeting minutes).
- The Nomination Package (National Award Nomination Form and Supporting documents) is to be distributed and promoted Nationally by means of the List Serve and National Website. The Branch Presidents are responsible for distributing and promoting within their branches by means of branch member emails, newsletter, website and other social media. The Nomination Package shall be distributed commencing no later than 90 days prior to the Annual Education Conference.
- The deadline submission should be approximately 60 days of the Annual Education Conference to allow for review and selection. The actual deadlines will be at the discretion of the chair / co-chair of the committee. The deadline will be set based on date of the conference, holidays, other mitigating factors, convenient dates (i.e. 1st of month, 15th of month, last day of month).
- The chair will notify nominators of incomplete nomination packages within 7 days of receipt from the National Office. A deadline for re-submission will be at the discretion of the chair / co-chair.
- A Member is to be confirmed by (1) the Branch President / Designate verifying that the current year's membership dues have been paid and (2) CoPE verified that the member participates in the CPC program.
- The National Office (or a designate) will prepare a suitable award for presentation to the successful nominee(s). All reasonable expenses associated with such preparation will be the responsibility of the Canadian Institute of Public Health Inspectors. See Attachment #1 for approved award designs. The approved phrasing for each awards are as follows:

ALEX CROSS AWARD

For displaying the highest standard of professional practice.

ALEXANDER OFFICER AWARD

For outstanding and meritorious achievements in the field of public health by an organization or agency.

ENVIRONMENTAL HEALTH REVIEW AWARD

For excellence in presenting environmental public health issues to the public.

HONOURARY MEMBER AWARD

For outstanding support, contribution and service to the Canadian Institute of Public Health Inspectors and the profession by an individual who is not the holder of the CPHI(C).

LIFE MEMBER AWARD

In recognition of your outstanding service to the Canadian Institute of Public Health Inspectors, the profession and your community.

PRESIDENT'S AWARD

For outstanding service to the Canadian Institute of Public Health Inspectors while in office.

- The National Office (or designate) will prepare a suitable engraved plate measuring (3" width by 1" tall) to personalize each award in the following format:

Year of Presentation (e.g. 2007) Name of Recipient

- The date inscribed on an award shall be the year in which the award was issued.
- Presentation of awards to the successful nominee(s) will be made during the National Annual Education Conference as per *Awards Overview Chart* below.
- If the recipient(s) is unable to attend to receive their award, a branch designate of the recipient(s) will accept the award on their behalf. A suitable alternative method and time of presentation will be arranged. A photo to be submitted for publication.
- The National Office will retain a copy of all documentation received in support of each nomination of an award and shall forward copies to the CIPHI Historian within 60 days of the conclusion of the Annual Education Conference at which the awards were initially presented.
- Following the Annual Education Conference or Branch Presentation (if recipient is absent), the National Office will forward the citation and photo of the award ceremony to the Environmental Health Review for publication at the discretion of the Editor and to the Branch President where the recipient resides for local publication at the discretion of the Branch Executive, and to the namesakes family.
- All reasonable expenses incurred by the committee in the performance of its duties are the responsibility of CIPHI.

Awards Overview				
Award	Ceremony	Presenter	AGM Ratification	Funding Available
Alex Cross	President's Banquet	Chair of Committee	No	N/A
Alexander Officer	National Awards Luncheon	Chair of Committee	No	N/A
Environmental Health Review	National Awards Luncheon	EHR Editor or Designate	No	N/A

Award				
Honorary Member Award	National Awards Luncheon	Chair of Committee	Yes	N/A
Life Member	President's Banquet	Chair of Committee	Yes Refer to By-Law	Refer to Appendix 1D
Presidents' Award	National Awards Luncheon	Chair of Committee	No	N/A

Accountability
<ul style="list-style-type: none"> • The Committee will be responsible for making day to day operational decisions within the framework of its mandate. • The Committee, through the Chair, will be advised of regularly scheduled Executive Council meetings and will provide a written report of its activities as required. • The Chair of the Awards Committee shall provide a written report of its activities, when necessary. • All documentation required to conduct the Committee's business shall be properly dated and signed. • Copies of all documentation shall be forwarded to the National Office on a regular basis.

Attachments
<p>National Operational Policy #1-A – Alex Cross Award National Operational Policy #1-B – Alexander Officer Award National Operational Policy #1-C – Environmental Health Review Award National Operational Policy #1-D – Honourary Member Award National Operational Policy #1-E – Life Member Award National Operational Policy #1-F – President's Award 1 – Approved award designs 2 – Example Award Notice 3 – Example Award Nomination Form</p>

Approving Officers	
Claudia Kurzac, National President _____(original signed)____ June 16, 2007	Robert Bradbury, Immediate Past President _____(original signed)____ June 16, 2007
Jasmina Egeler, BC Branch President _____(original signed)____ June 16, 2007	Phi Phan, AB Branch President _____(original signed)____ June 16, 2007
Ken Cross, SK Branch President _____(original signed)____ June 16, 2007	Rick Sokolowski, MB Branch President _____(original signed)____ June 16, 2007
Adam Grant, ON Branch President _____(original signed)____ June 16, 2007	Josee Theriault NB Vice President for Gary O'Toole _____(original signed)____ June 16, 2007
Doreen MacIntosh, NS/PEI Branch President _____(original signed)____ June 16, 2007	Darryl Johnson, NL Branch President _____(original signed)____ June 16, 2007

Document and Change History
 Initial Draft – March 2007
 Approved – June 16, 2007 by National Executive Council at 73rd Annual Education Conference (Kelowna)

<i>Policy Number:</i>	NOP #1-A
<i>Subject:</i>	<i>Alex Cross Award</i>
<i>Approved:</i>	<i>June 16, 2007 by the National Executive Council</i>
<i>Last Revised:</i>	<i>June 16, 2007, February 28, 2016</i>

Objective and Rationale

Although many members of the Canadian Institute of Public Health Inspectors (CIPHI) participate in association activities, it is recognized that certain members make a significant contribution to the organization. Consequently, CIPHI is of the opinion that these special efforts deserve recognition and will acknowledge the individual deemed to have made such a contribution with special distinction, specifically the Alex Cross Award. A suitably engraved plaque will be presented to the member who, in the opinion of the National Executive Council (NEC), has displayed the highest standards of professional practice during the previous year.

Eligibility and Criteria

To be eligible for consideration, the nominee **must** be a Member of the membership class of Regular, Retired or Life CIPHI and their nomination must demonstrate::

- A significant contribution to the advancement of CIPHI, the field of environmental public health and/or their community; and/or
- Promotion of the professional standards of the Canadian Institute of Public Health Inspectors; and/or
- Exemplary leadership in dealing with a critical issue affecting environmental public health or public.

Other Requirements

- Nominations for the Alex Cross Award must be made and seconded by members-in-good-standing of any membership class of CIPHI.
- Nominations must include a narrative of no more than 500 words detailing the contributions the nominee has made to CIPHI, the field of environmental public health, and/or their community.

Operational Specifics

- The Alex Cross Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize two or more individuals, in which case the awarding of more than one Alex Cross Award will be at the discretion of the NEC.

<i>Policy Number:</i>	NOP #1-B
<i>Subject:</i>	<i>Alexander Officer Award</i>
<i>Approved:</i>	<i>June 16, 2007 by the National Executive Council</i>
<i>Last Revised:</i>	<i>June 16, 2007, February 28, 2016</i>

Objective and Rationale

In order to recognize outstanding and meritorious achievements by an organization or health agencies in the area of public health or environmental health, the Canadian Institute of Public Health Inspectors chooses to acknowledge those agencies with the Alexander Officer Award. Therefore, a suitably engraved plaque will be presented to those agencies that, in the opinion of the National Executive Council, demonstrate outstanding service and commitment to the public health or environmental health in Canada.

Eligibility and Criteria

To be eligible for consideration, the nomination must demonstrate:

- Achievement of meritorious and outstanding performance for either a specific project or over a prescribed period of time;
- Innovation and excellence in program development and/or management;
- Leadership and development of community participation in environmental health programs; and/or
- Leadership and innovation in planning, prioritizing and management of environmental health concerns using risk management evaluations, such as prioritization of program activities with limited manpower and resources

Other Requirements

- Nominations for the Alexander Officer Award must be made and seconded by members-in-good-standing of any membership class of CIPHI.
- Nominations must include a narrative of no more than 500 words detailing the activities that merit recognition.

Operational Specifics

- The Alexander Officer Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize two or more individuals, in which case the awarding of more than one Alex Cross Award will be at the discretion of the NEC.

<i>Policy Number:</i>	NOP #1-C
<i>Subject:</i>	<i>Environmental Health Review Award</i>
<i>Approved:</i>	<i>June 16, 2007 by the National Executive Council</i>
<i>Last Revised:</i>	<i>June 16, 2007, February 28, 2016</i>

Objective and Rationale

The Canadian Institute of Public Health Inspectors believes that individuals or organizations that effectively communicate an issue or issues of health significance deserve special recognition. Communications with the public is an essential mechanism for having public health or environmental health issues identified and addressed. Therefore, a suitably engraved plaque will be presented to the individual or agency who, in the opinion of the National Executive Council, effectively utilizes communication to address a public health or environmental health issue.

Eligibility and Criteria

To be eligible for consideration, the nomination must demonstrate:

- Leadership in effective utilization of communication to bring an issue of environmental health or public health significance to public attention and consideration;
- Publishing works dealing with an issue of environmental health or public health significance; and/or
- Innovative use of communication tools to enhance the association or the field of environmental health.

Other Requirements

- Nominations for the Environmental Health Review Award must be made and seconded by members-in-good-standing of any membership class of CIPHI.
- Nominations must include a narrative of no more than 500 words detailing the performance of the nominee, and a copy or bibliographic list of the work for which the nominee is to be considered.

Operational Specifics

- The Environmental Health Review Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize two or more individuals, in which case the awarding of more than one Alex Cross Award will be at the discretion of the NEC.

<i>Policy Number:</i>	NOP #1-D
<i>Subject:</i>	<i>Honourary Member Award</i>
<i>Approved:</i>	<i>June 16, 2007 by the National Executive Council</i>
<i>Last Revised:</i>	<i>June 16, 2007, February 28, 2016</i>

Objective and Rationale

The Canadian Institute of Public Health Inspectors (CIPHI) bestows honorary membership upon individuals of provincial, national or international influence who have furthered the field or profession of environmental public health. The Honourary Member Award is conferred by the National Executive Committee (NEC) on those who demonstrate superior achievement in their chosen field and who demonstrate a special commitment to the ideals and concerns of environmental public health. Recipients are individuals in Canada who are not eligible for Regular, Retired or Life membership, but have demonstrated superior achievements that have contributed to the advancement of environmental public health and health care at the provincial or national levels.

Eligibility and Criteria

To be eligible for consideration, the nomination must demonstrate:

- Demonstrated a commitment to the ideals and purposes of the CIPHI;
- Made a provincial or national impact with their work;
- Demonstrated superior achievement and leadership in their field of work; and/or
- Made contributions of long-term significance to environmental public health.

Received nominations will be reviewed for:

- **Completeness.** All criteria must be supported by evidence.
- **Diversity.** Documentation must come from a variety of sources (i.e., letters of support, awards of other achievement, published articles that highlight the nominee's work, etc.).
- **Objectivity.** The evidence must reflect a variety of perspectives and persons who know the nominee's work.
- **Contributions to environmental public health and health care.** The applicability of the nominee's contributions to environmental public health and health care must be evident in the materials.

Other Requirements

- Nominations for the Honourary Member Award must be made and seconded by members-in-good-standing of any membership class of CIPHI.
- Nominations must include a narrative of no more than 500 words detailing the performance of the nominee, and a copy or bibliographic list of the work for which the nominee is to be considered.

Operational Specifics

- The Honourary Member Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize two or more individuals, in which case the awarding of more than one Alex Cross Award will be at the discretion of the NEC.
- Upon choosing of a nominee by the NEC, the nomination will be presented to the general membership during the Annual General Meeting for ratification. A simple majority vote (50% plus 1) of the membership in attendance is required for a nominee to be successful.
- Upon ratification at the Annual General Meeting the National Office (or designate) will prepare a suitably engraved plaque for presentation to the individual.

<i>Policy Number:</i>	NOP #1-E
<i>Subject:</i>	<i>Life Member Award</i>
<i>Approved:</i>	<i>June 16, 2007 by the National Executive Council</i>
<i>Last Revised:</i>	<i>June 16, 2007, February 28, 2016</i>

Objective and Rationale

The Canadian Institute of Public Health Inspectors (CIPHI) believes that individuals who make an outstanding contribution to the Institute, to the profession and/or to community over an extended period of time deserve special recognition. CIPHI is of the opinion that dedication to the Institute, to the profession and/or to the community is pivotal to the advancement of environmental health. Although many members of the Institute donate significant time and energy to the improvement of the Institute, it is recognized that the contribution of one particular individual represents an overwhelming commitment to CIPHI and environmental health in general. These special efforts deserve recognition therefore CIPHI will acknowledge the individual deemed to have made such a contribution with the Life Member Award.

Eligibility and Criteria

- To be eligible for consideration, the nominee must be a Member of the membership class of Regular, Retired or Life CIPHI and their nomination must demonstrate::
- Significant contribution(s) to the advancement of CIPHI, the field of environmental public health and / or their community over the span of an environmental public health career.

Other Requirements

- Nominations for the Life Member Award must be forwarded through the Executive of the Branch in which the nominee is currently a member.
- Nominations must include a narrative of no more than 500 words detailing the contributions the nominee has made to CIPHI, the field of environmental public health, and/or their community.
- Upon ratification by the Branch, nominations for the Life Member Award must be submitted by a member of the National Executive Council.

Operational Specifics

- The Life Member Award will be presented to only one (1) individual.
- The total number of living Life Members shall not exceed three (3) percent of the membership, as determined from the National Office.
- The Life Member recipient will be provided with:
 - Transportation costs to and from the venue of the President's Banquet
 - One guest ticket to the President's Banquet
 - One-night accommodation in the venue of the President's Banquet, or a comparable facility in proximity to the venue
 - Travel expenses and per diem as per the National Expenses Policy.

**Please note that the costs incurred through the provision of the above shall be paid equally between the hosting Annual Education Conference at which the Life Member Award is presented and CIPHI National.
- See By-Law No. 1, Section III Membership Types 3.01Aiii

<i>Policy Number:</i>	NOP #1-F
<i>Subject:</i>	<i>President's Award</i>
<i>Approved:</i>	<i>June 16, 2007 by the National Executive Council</i>
<i>Last Revised:</i>	<i>June 16, 2007, February 28, 2016</i>

Objective and Rationale

Although many members of the National Executive Council, the Board of Certification, the Council of Professional Experience or the Environmental Health Foundation of Canada donate significant time and energy to the improvement of the Institute, it is recognized that the contribution of certain individuals represents an overwhelming commitment to the Institute and environmental health in general. CIPHI is of the opinion that these special efforts deserve recognition, so upon the departure of these individuals from office CIPHI will acknowledge that individual deemed to have made such a contribution with the President's Award. Therefore a suitably engraved plaque will be presented to those retiring members of the National Executive Council, the Board of Certification, the Council of Professional Experience or the Environmental Health Foundation of Canada who, in the opinion of the National Executive Council, have demonstrated outstanding service and commitment to CIPHI.

Eligibility and Criteria

To be eligible for consideration, the nominee must be a Member of CIPHI, a former member of the NEC, BOC, CoPE or EHFC and their nomination must demonstrate:

- Achievement of meritorious and outstanding performance from either a specific project or over a prescribed period of time;
- Innovation and excellence in program development and / or management.

Other Requirements

- Nominations for the President's Award must be made and seconded by members-in-good-standing of any membership class of CIPHI.
- Nominations must include a narrative of no more than 500 words detailing the contributions the nominee has made to CIPHI, the field of environmental public health, and/or their community.

Operational Specifics

- The President's Award will typically be presented to only one (1) individual per year. However it is understood that there may be just cause to recognize more than one person, in which case the awarding of additional President's Awards will be at the discretion of the NEC.

<i>Policy Number:</i>	NOP #1-G
<i>Subject:</i>	50 Year Award Recognition
<i>Approved:</i>	February 28, 2016 by the National Executive Council
<i>Last Revised:</i>	February 28, 2016

Objective and Rationale

Being a member of any organization for 50 years is most certainly an achievement and an important milestone that should be recognized. For those who have done so with the Canadian Institute of Public Health Inspectors they not only are expressing their support for their profession but their dedication to the Institute.

The 50 Member Award recognizes the importance of these members and their contributions to the Institute.

Eligibility and Criteria

To be eligible for recognition as a 50 Year Member, the nominee must have been a Member-in-good Standing of CIPHI for 50 Years.

Other Requirements

- Specific nomination are not required as this award is based on membership.
- A Member who has reached their 50 Year Milestone, may contact the office or their Branch President.

Operational Specifics

- The National Office will provide each Branch President and Chair of the Awards Committee with a list of 50 Year Members, at the request of the Committee Chair. Given known inaccuracies of the membership records, it is recommended that Branch Presidents review the list each year for potential recipient. It is recommended that a list of 47 to 50 year members are provided for review each year.
- The Branch President is responsible for verifying the accuracy of the records (connecting with members, historian or retirees) and forward the verification to the Committee Chair.
- The Branch President or designate will contact the 50 Year Member recipient to discuss time and location for Presentation of the Award. The Committee Chair / Co-Chair shall be notified of the attendance of the recipient.
- Recognition of the 50 Year Members will be announced during the National Annual General Meeting. Shall the individual not be in attendance at the National Annual General Meeting, the branch of current residence will make arrangements for presentation of the Award.

Attachment 1: Award Designs and Wording

**Alex Cross Award
For Displaying the Highest Standard of Professional Practice**



**Alexander Officer Award
For Outstanding and Meritorious Achievements in the Field of Public Health**



**Environmental Health Review Award
For Excellence in Presenting Environmental Health Issues to the Public**



**Honourary Membership Award
For Outstanding Support, Contributions and Service to the Institute and Profession**



President's Award

For Outstanding Service to The Canadian Institute of Public Health Inspectors while in Office



Life Member Award

In Recognition of Your Outstanding Service to the Institute, Profession and Your Community



Attachment 2: Example Award Notice

February 15, 2016

Dear Colleagues:

Re: Canadian Institute of Public Health Inspectors Awards 2016

The Awards Committee of the National Executive Council of the Canadian Institute of Public Health Inspectors (CIPHI) would like to take this opportunity to remind you of the deadline for National Award nominations. For those interested in submitting a nomination, please ensure that the required information for the particular award is forwarded to the National Office by **May 18, 2016**.

Each year CIPHI recognizes individuals and organizations for their outstanding contributions to the field of environmental public health and/or to the Institute. Awards are presented to individuals and agencies that have been deemed to have made a significant contribution(s) to the professional association, the field of environmental public health and/or to the betterment of public health in general. Listed below are the awards and the general selection criteria. For detailed criteria and nomination forms, visit the National website at <http://www.ciphi.ca/awards.htm>.

Alex Cross Award

This award is issued to a member for displaying the highest standards of professional practice during the past year.

Criteria include:

- Significant contribution to the advancement of the association, the field of environmental health and/or the community;
- Promotion of the professional standards of the Canadian Institute of Public Health Inspectors;
- Exemplary leadership in dealing with a critical issue affecting environmental health or public health.

Alexander Officer Award

This award is issued to an organization or agency for outstanding and meritorious achievements in the field of public or environmental health.

Criteria include:

- Achievement of meritorious and outstanding performance for either a specific project or over a prescribed period of time;
- Innovation and excellence in program development and/or management;
- Leadership and development of community participation in environmental health programs;
- Leadership and innovation in planning, prioritization and management of environmental health concerns using risk management evaluations, such as prioritization of program activities with limited manpower and resources.

Environmental Health Review Award

This award is issued to a member, non-member, individual or organization for excellence in presenting an environmental health issue or topic to the public.

Criteria include:

- Leadership in effective utilization of communication to bring an issue of environmental health or public health significance to public attention and consideration;
- Published works dealing with an issue of environmental health or public health significance;
- Innovative use of communication tools to enhance the association or the field of environmental health.

President's Award

This award is issued to a former member of the National Executive Council who has demonstrated outstanding service and commitment to the Canadian Institute of Public Health Inspectors while in office.

Honourary Membership

This award is issued to a person who is not eligible for Regular, Retired or Life membership in the Canadian Institute of Public Health Inspectors, for outstanding support, contribution or service to the association or Public Health Inspectors in Canada in general.

Life Membership

This award is issued to a member of the Canadian Institute of Public Health Inspectors for outstanding service to the Institute, to his or her profession and/or to his or her community over an extended period of time.

Recognition of 50 Year Members

Being a member of any organization for 50 years is most certainly an achievement but most certainly an important milestone that should be recognized. For those who have done so with the Canadian Institute of Public Health Inspectors across Canada they not only are expressing their support for their profession but are also expressing their dedication to the Institute. Recognizing the importance of these members and their contributions to the Institute over the years is more than well deserved.

If a member should require clarification on any award, please contact the Awards Committee Chair directly at president@ciphi.ab.ca

Respectfully,

Phi Phan

President, CIPHI Alberta *per* CIPHI National Awards Committee

National Award Nomination Form

As indicated by the box checked, I am submitting a nomination for the following award:

	<p><u>Alex Cross Award</u> This award is issued to a member for displaying the highest standards of professional practice during the past year.</p>
	<p><u>Alexander Officer Award</u> This award is issued to an organization or agency for outstanding and meritorious achievements in the field of public or environmental health.</p>
	<p><u>Environmental Health Review Award</u> This award is issued to a member, non-member, individual or organization for excellence in presenting an environmental health issue or topic to the public.</p>
	<p><u>President's Award</u> This award is issued to a former member of the National Executive Council who has demonstrated outstanding service and commitment to the Canadian Institute of Public Health Inspectors while in office.</p>
	<p><u>Honorary Membership</u> This award is issued to a person who is not eligible for Regular, Retired or Life membership in the Canadian Institute of Public Health Inspectors, for outstanding support, contribution or service to the association or Public Health Inspectors in Canada in general.</p>
	<p><u>Life Membership</u> This award is issued to a member of the Canadian Institute of Public Health Inspectors for outstanding service to the Institute, to his or her profession and/or to his or her community over an extended period of time.</p>
	<p><u>Recognition of 50 Year Members</u> Being a member of any organization for 50 years is most certainly an achievement but most certainly an important milestone that should be recognized. For those who have done so with the Canadian Institute of Public Health Inspectors across Canada they not only are expressing their support for their profession but are also expressing their dedication to the Institute. Recognizing the importance of these members and their contributions to the Institute over the years is more than well deserved.</p>

*Please note that criteria for each award can be downloaded from <http://www.ciphi.ca/>

Word count for narrative (where applicable): _____

Nominee Information OR 50 Year Member Information

Full Name:		
Mailing Address:		
Telephone:	Fax:	E-mail:
Current Position/Occupation:		
Current Employer:		

The nominee: does know that s/he has been nominated for this award
 does not know that s/he has been nominated for this award

First Nominator Information*

Full Name:		
Mailing Address:		
Telephone:	Fax:	E-mail:
Current Position/Occupation:		
Signature:		

Second Nominator Information*

Full Name:		
Mailing Address:		
Telephone:	Fax:	E-mail:
Current Position/Occupation:		
Signature:		

*Section not applicable for recognition of 50 Year Member Information

Please be aware of the following:

- Please attach the appropriate supporting documentation for the award(s) marked. Refer to the specific criteria of the award(s) to ensure that the nomination package is completed.
- Complete applications submitted by deadline will be considered for these Awards.
- The narrative, to be limited to 500 words, will be read during the National Awards Ceremony and / or the President's Banquet. The narrative will be altered at the discretion of the Awards Committee.

Please send nominations and supporting documents to:

CIPHI Awards Committee
 #720 – 999 West Broadway Ave
 Vancouver, BC, V5Z 1K5
 Fax: (604) 738 4080

For further questions please contact the National Office (888) 245 8180

Office Use Only
Date Received:
Nominee Information Complete (Yes / No):
1st Nominator Information Complete (Yes / No):
2nd Nominator Information Complete (Yes / No):
Narrative and Supporting Documents Received (Yes / No):